

### PERSONAL

<b>↑</b> ر	Rahul <b>Address</b>		
	Dubai - UAE		
	Phone number		
	+971 56 468 3441		
	Email		
$\checkmark$	souparnikapradip@gmail.co		
-	Date of birth 14-03-1997		

bm

\_\_\_\_ Gender

- Female Nationality
- 📫 INDIA

••••

#### ා LinkedIn

https://www.linkedin.com/in/soupa p-b853b218b? utm\_source=share&utm\_campaign=

#### LANGUAGES

English	****
Hindi	**
Tamil	*
Malayalam	****

# SOUPARNIKA RAHUL

Results-oriented accountant with 3 years of experience in financial management and meticulous attention to detail. Seeking a challenging position to leverage my expertise in accounting, financial analysis, and compliance to contribute to the success of a dynamic organization.

#### 

Oct 2022 - Present

#### Accounts Assistant - Payables Merint-LLC., Dubai - UAE

- Efficiently manage petty cash transactions with a keen focus on accuracy.
- Conduct comprehensive bank reconciliations to ensure precise financial records.
- Implement age-wise analysis for monitoring and analyzing purchases.
- Post purchase bills accurately and in a timely manner.
- Handle cheque preparation and ensure timely payments.
- Record and file purchases and back payments meticulously.
- Process invoices and perform detailed bank reconciliations.
- Submit age-wise reports for sundry debtors and creditors.

#### Mar 2020 - Jul 2022

#### V-Tech Merine Services LLC, Ajman - UAE

- Monitoring daily communications and answering any queries.
- Preparing statutory accounts.

Accounts Assistant

- Ensuring payments, amounts and records are correct.
- Working with spreadsheets, sales and purchase ledgers and journals.
- Recording and filing cash transactions.
- Controlling credit and chasing debt.
- Invoice processing and filing.
- Processing expense requests for the accountant to approve.
- Bank reconciliation.
- Updating and maintaining procedural documentation (Insurances Etc.)

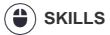
#### Feb 2019 - Feb 2020 Estimator (Intern)

#### I Tech Building Solutions WLL, QATAR, Doha Qatar

- Review architectural plans and Prepare quantity needs / BOQ for Steel Doors and Ironmongery.
- Estimate & Pricing the steel doors in line with the Civil Defense Requirement Based on Location of Steel Doors by Fetching same in Floor plan.

### **b** EDUCATION AND QUALIFICATIONS

	Mar 2017 - May 2019	<b>Master In Business Administration</b> Anna University, Chennai Specialized in HR & Finance.
0	Jun 2014 - Mar 2017	Bachelor in Commerce University of Calicut, calicut
		Bachelor In commerce and Computer applications



MS Office	****
Tally ERP	****
Focus v6.0129- ERP	****

## 



Oct 2023- Present

**Certified Management Accountant - USA** IMA